

1 August 1962

MEMORANDUM FOR: Chairman, USIB
VIA: Deputy Director of Central Intelligence
SUBJECT: USIB Secretariat Personnel

ACTION RECOMMENDED IN PARAGRAPH 5

1. [redacted] USAF, has been reassigned from the position of Deputy Executive Secretary, USIB, to overseas duty at his request for personal reasons not related to his official duties. I believe that a letter of appreciation from the Chairman, USIB, along the lines of the attached would be appropriate recognition of [redacted] services with the Board.

2. I have made a request to the Defense Intelligence Agency (which has readily agreed) to nominate candidates at the Colonel or Captain rank to replace [redacted]. However, I have asked that the candidates for replacement be selected on the basis of their qualifications to act as Deputy Executive Secretary for all USIB matters, rather than concentrating as did [redacted] almost exclusively on SIGINT matters. I feel that having an overall Deputy from Defense will facilitate the work of the Secretariat, particularly in the many relationships with the Pentagon. In addition, a qualified military staff officer should be especially adept in developing and supervising an effective system for Secretariat follow-up on USIB decisions, as recently approved by the Board on Coordination Staff recommendation.

3. The additional duties formerly performed by [redacted] as Executive Secretary of the USIB SIGINT Committee and as Executive Secretary, U. S. Communications Security Board (under [redacted] Chairmanship), can be effectively performed by his former Assistant, [redacted] USAF, detailed from NSA. This is particularly true since the appointment of General Semford as full-time Chairman of the SIGINT Committee, who concurs in this arrangement.

4. As a result of this realignment of assignments within the Secretariat, I also propose that the position of Assistant Executive

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Secretary, USIB, be authorized at the GS-15 grade, formerly held by [redacted] In this event, I would propose elimination of the GS-14 position now held by the Assistant Executive Secretary, and the addition of the position of Secretary at GS-6 grade to provide much-needed clerical assistance. Therefore, the net effect of these changes in authorized Secretariat personnel, as outlined in detail in the attached table, would be an annual savings to CIA approximating \$7,000.

5. It is accordingly recommended that:

a. The Chairman, USIB, sign the attached letter to [redacted]

b. I be authorized to put into effect the changes in the USIB Secretariat along the lines described in this memorandum, in accordance with normal administrative procedures.

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[redacted]
Executive Secretary
United States Intelligence Board

Attachments

[redacted]

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USIB SECRETARIAT PERSONNEL

(Excluding Current Executive Secretary on Coordination Staff Rolls)

1. Present Authorization

a. USIB Only

Executive Secretary (GS-15) - Formerly CIA
Assistant Executive Secretary (GS-14) - CIA
Administrative Assistant (GS-9) - CIA
Secretary (GS-7) - CIA

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b. USIB, SIGINT Committee, U.S. Communications Security Board (USCSB)

Deputy Executive Secretary, USIB }
Executive Secretary, SIGINT Committee } (Colonel, USAF) - DIA
Executive Secretary, USCSB }
Assistant Executive Secretary (Lt. Col., USAF) - NSA
Administrative Assistant (GS-9) - CIA
Recording Secretary (GS-9) - CIA
Secretary (GS-5) - CIA
Communications Clerk (CT/1, USN) - NSA

2. Proposed Authorization

a. USIB Only

Deputy Executive Secretary (Colonel or Captain) - DIA
Assistant Executive Secretary (GS-15) - CIA
Administrative Assistant (GS-9) - CIA
Secretary (GS-7) - CIA
Secretary (GS-6) - CIA

b. SIGINT Committee, USCSB

Executive Secretary (Lt. Col., USAF) - NSA
Administrative Assistant (GS-9) - CIA
Recording Secretary (GS-9) - CIA
Secretary (GS-5) - CIA
Communications Clerk (CT/1, USN) - NSA